

# MEMO State of Wisconsin

**Date:** October 17, 2007  
**To:** Contractors / Consultants Laboratories  
**From:** Ken N. Nwankwo, P.E.  
**Subject:** 2008 Laboratory Re-Qualification Notification

This is a solicitation for all contractors/consultants to renew and update their laboratories' qualification for year 2008. In accordance with the WisDOT Laboratory Qualification Program Requirements, all qualified laboratories must renew their certification annually with the WisDOT Materials Management Section (MMS). Regardless of when your laboratory's qualification was granted, the first Monday in January is the anniversary date for its renewal.

Both new and renewal applications can be done on-line at the WisDOT Laboratory Qualification web site <http://www.dot.wisconsin.gov/business/engrserv/lab-requirements.htm>.

When applying on-line, you will be required to log on using your WisDOT issued ID and Password to access the application form. If you do not have a WisDOT issued ID and Password, you can register on-line once you try accessing the application form. Registration takes about five minutes. If on the other hand you already have a user ID and Password for WisDOT secured (extranet) sites, you may go directly to the on-line Laboratory Qualification Application Form located at <https://trust.dot.state.wi.us/labqual/index.jsp>. If you wish to print the application form and send the completed hard copy by mail, do make sure to follow the instructions as outlined under 'Program Requirements' on the WisDOT laboratory qualification web site. Address your completed applications to:

Quality Operations Engineer  
Wisconsin Department of Transportation  
3502 Kinsman Blvd - Truax Center  
Madison, WI 53704-2507

Please note that failure to send in an application will result in the loss of recognition of your laboratory after your current qualification expires. Qualification however will not be granted to those laboratories seeking renewal if our records show that they have not resolved outstanding deficiencies found during formal inspection by the WisDOT Materials Management staff.

Feel free to contact me by phone at 608-246-5388 or e-mail [kenneth.nwankwo@dot.state.wi.us](mailto:kenneth.nwankwo@dot.state.wi.us) if you have any questions regarding the WisDOT laboratory qualification program.